

# **GATEWAY 100R – NEPOTISM & CONTRACTING POLICIES**

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# Contact Information


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# STATUTORY REQUIREMENT

- \* IC 5-11-13-1
    - \* Every Township
    - \* Every Year – January 31<sup>st</sup>
    - \* Filed Electronically
  - \* DLGF may not approve budget
- 

# STATUTORY REQUIREMENT (CONTINUED)

- \* All Employees
    - \* Name
    - \* Business Address
    - \* Compensation
  - \* Should have received W-2
    - \* INCLUDES BOARD MEMBERS!!!
  - \* Prior Year
  - \* Trustee is responsible for filing
- 

# GATEWAY

\* <https://gateway.ifionline.org/>



# GATEWAY (CONTINUED)

← → <https://gateway.ifionline.org/SelectPath.aspx> Select Application: Gateway ×

**Gateway** INDIANA  
for government units


















An *Information for Indiana* Data Site

Home About Account Settings Help Logout

## Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency, which currently include **DLGF** (Department of Local Government Finance), **SBOA** (State Board of Accounts), **IEERB** (Indiana Education Employment Relations Board) and **IGC** (Indiana Gaming Commission).

### Select Application












 Budgets	 Debt Management	 ECA Risk Report
 SB 131 Reporting for SWMDs	 TIF Management	 Annual Financial Report
 Property Files Upload	 Redevelopment	 100R
 Other Post-Employment Benefits	 Economic Development Reporting	 E-1 Entity Annual Report
 Public Transit Upload	 Local Development Agreement	 Collective Bargaining Reporting
 Data Entry for CNAV and Form 22		 CBR Contract Upload
		 Bargaining Status Form: Pre-Impasse

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms

Email

POWERED BY

# GATEWAY (CONTINUED)









   [https://gateway.ifionline.org/100r/SBOA\\_Menu.aspx](https://gateway.ifionline.org/100r/SBOA_Menu.aspx)     Main Menu    




## 100R Main Menu ?

The sections below are the ones that are required to complete your report. Some of these sections are based on the answers that you gave to the questions on the previous screen. To change any of the answers to those questions, click on the Unit Questions option on the menu.

		Status
<a href="#">Unit Questions</a>	The answers to these questions help tailor the form and validation to your unit.	Complete
<a href="#">Employee Data Entry</a>	Use the form entry for manual entering of the information or to edit what you uploaded.	0 Rows Entered
<a href="#">Upload File (optional)</a>	Use the Upload tool to transfer your file, which must be appropriately formatted per the Upload Specifications for 100R.	Uploaded
<a href="#">Nepotism Policy Upload</a>	It was indicated that the unit has a nepotism policy. Use this application to upload the PDF version of that policy.	Uploaded
<a href="#">100R Report Outputs</a>	Once you have entered or uploaded your information, you can use this option to view your entries, print them, or download them into an Excel file.	Available
<a href="#">Submit 100R</a>	This process includes validation to ensure the information has been entered properly and that the number of records matches the number of employees you indicated in the Questions section. Once any errors have been corrected, you will see the Proceed to Submit button appear and you will click on that to complete the submission.	Not Submitted

# GATEWAY (CONTINUED)

   [https://gateway.ifionline.org/100r/unit\\_questi](https://gateway.ifionline.org/100r/unit_questi)     Unit Questions 

## 100R Unit Questions ?

Please answer all of these questions – they help determine what is required for your unit to complete the 100R submission via Gateway.









1. Please enter the number of employees (full and part time) that you paid compensation to **anytime during the past year**. Use IRS guidelines to determine employment status and compensation. If you did not have any paid employees, enter 0. **This will delete any employee records for this unit for this year.**

Proceed

Cancel



# GATEWAY (CONTINUED)

 → [https://gateway.ifionline.org/100r/unit\\_questions](https://gateway.ifionline.org/100r/unit_questions)    Unit Questions    

## 100R Unit Questions ?

Please answer all of these questions – they help determine what is required for your unit to complete the 100R submission via Gateway.

2. Will you enter the data manually or upload a file?

☐ Manual ☒ Upload

	Full-Time	Part-Time
3. Are health benefits provided to employees?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
4. Are pension/retirement benefits provided to employees?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
5. Are any other benefits provided to employees?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Has your unit implemented the following?

6. A nepotism policy per IC 36-1-20.2

☒ Yes ☐ No

7. A contracting policy per IC 36-1-21

☐ Yes ☒ No

Proceed Cancel

# GATEWAY (CONTINUED)



## Upload Files ?

File Type	Status
Employment Records	Uploaded

Your upload is complete.

REMEMBER: Your upload file MUST be in the proper format. Directions are available in the HELP section for 100R and at this link:  
[http://www.in.gov/sboa/files/Gateway100R\\_Upload\\_Specs.pdf](http://www.in.gov/sboa/files/Gateway100R_Upload_Specs.pdf)

# GATEWAY (CONTINUED)



## 100R Main Menu ?

The sections below are the ones that are required to complete your report. Some of these sections are based on the answers that you gave to the questions on the previous screen. To change any of the answers to those questions, click on the Unit Questions option on the menu.

	Status
<a href="#">Unit Questions</a>	Complete
<a href="#">Employee Data Entry</a>	0 Rows Entered
<a href="#">Nepotism Policy Upload</a>	Uploaded
<a href="#">Contracting Policy Upload</a>	Uploaded
<a href="#">100R Report Outputs</a>	Available
<a href="#">Submit 100R</a>	Not Submitted

# GATEWAY (CONTINUED)



→



[https://gateway.ifionline.org/100r/interface\\_access.aspx?](https://gateway.ifionline.org/100r/interface_access.aspx?)



## 100R Employee Data Entry



## 100R Employee Data Entry?

Save All Work

[Return to 100R Main Menu](#)

Enter total compensation for the reporting year for each employee for which you should have supplied a W-2. Many units inappropriately report board member payments on 1099s. According to IRS requirements they should be issued W-2s, and therefore should be included on the 100R.












Set Default Address

Add Row

Delete	Last Name	First Name	Middle Initial	Department Name	Business Address	Business City	Bus. State Abr.	Business Zip Code	Job Title	Total Compensation	
✖	Required	Required			Required	Required	Requi	Required	Required	Required	
✖	Required	Required			Required	Required	Requi	Required	Required	Required	
✖	Required	Required			Required	Required	Requi	Required	Required	Required	
✖	Required	Required			Required	Required	Requi	Required	Required	Required	
✖	Required	Required			Required	Required	Requi	Required	Required	Required	



# GATEWAY (CONTINUED)

   [https://gateway.ifionline.org/100r/nepotism\\_upl](https://gateway.ifionline.org/100r/nepotism_upl)     Nepotism Upload    

## Nepotism Policy Upload

Use this page to upload the nepotism PDF file.



Upload PDF file:

Browse












Upload

Upload history

year	Upload date
No records to display.	

# GATEWAY (CONTINUED)

   [https://gateway.ifionline.org/100r/contracting\\_upload](https://gateway.ifionline.org/100r/contracting_upload)     Contracting Upload    

## Contracting Policy Upload


Use this page to upload the contracting PDF file.

Upload PDF file:

Browse

Upload

Upload history

year	Upload date	
2014	4/16/2015 7:57:15 AM	<a href="#">View File</a> 

# GATEWAY (CONTINUED)

The screenshot shows a web browser window with the address bar displaying `https://gateway.ifionline.org/100r/SBOARReportsMenu.asp`. The page title is "100R Report Outputs" with a help icon. Below the title, a message states: "These reports are available for you to view, print or download at your convenience. The content will change if/when you change or add additional information into the system." A table provides options for report output format and lists available reports.

Report Output Format:		Select the output method for the report that you prefer. Choices include Adobe PDF or Microsoft Excel Format
<a href="#">Employee Listing</a>		This report lists all employees entered in the system for the 100R.
<a href="#">Unit Questions</a>		This report shows the unit questions as answered in the system for the 100R.

# NEPOSTISM/CONTRACTING POLICIES

- \* IC 36-1-20.2

- \* “Individuals who are relatives may NOT be employed by a unit in a position that results in one relative being in the direct line of supervision of the other relative”

- \* IC 36-1-21

- \* A unit may enter into a contract with a relative (or relatives business) if
  - \* Full disclosure is made
  - \* Unit has certified statement showing the price was best available



**SUMMARY!!!**



# NEPOSTISM/CONTRACTING POLICIES

- \* Both statutes require local policies be adopted
  - \* 2 Policies!
    - \* Both policies can be passed in one, but must address both statutes
- \* These policies are what is required to be uploaded to Gateway.
- \* DLGF will not pass your budget without these!

# NEPOSTISM/CONTRACTING POLICIES

- \* 2014:
  - \* 1,005 Townships
    - \* 100 Answered NO they did not have one or both policies
    - \* 905 Answered YES
      - \* 620 were NOT in compliance
        - \* Policy cited 36-1-20.2, NOT 36-1-21 (or vice versa)
        - \* Certifications
        - \* HEA
        - \* Contracts

# NEPOSTISM/CONTRACTING POLICIES

- \* 2015

- \* If everything was right for 2014, it will transfer over to 2015.
- \* If the policies were not in compliance, you will have to upload again.